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14 MAY 1971

MEMORANDUM FOR: Directorate Reports Inventory
Task Force Members

SUBJECT : Terminal Report

1. Hopefully each Directorate and office is completing action with respect to our Task Force effort to reduce and eliminate administrative/management reports having low value or little utility. Reports of accomplishments should be forwarded to me by 15 July in order to see how close we come to realizing our goals and to report the results to OMB.

2. It is requested that each Directorate prepare its final report in a manner consistent with the attached form. This will assist us in preparing the OMB report with a minimum of "paper shuffling" and telephone calls. Please contact me [] or [] if you have any questions. We will try to be helpful and keep the exercise in these final stages as simple as possible.

3. If the returns indicate we have reached our goals, I intend to recommend to Colonel White that the Task Force quietly expire upon submission of our report to OMB. However, if you have other thoughts, I would welcome any suggestions you wish to make.

[]

Chairman

Attachment

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